

Finance Subcommittee Meeting
Wednesday, September 20, 2023, 5:30 PM
Central Services

I. Public Comment

Goal-}
Attachment:}
RecommendedMotion}}

II. Approve the Minutes of the June 20, 2023 Finance Subcommittee Meeting

Goal-}
Attachment:}
RecommendedMotion}}

III. June 2023 Statement of Accounts

Goal-}
Attachment:}
RecommendedMotion}}

IV. July/August 2023 Statement of Accounts

Goal-}
Attachment:}
RecommendedMotion}}

V. FY23 Year-End Budget Transfers

Goal-}
Attachment:}
RecommendedMotion}}

VI. Authorized Signatures Change Form for Food Service Program

Goal-}
Attachment:}
RecommendedMotion}}

VII. FY25 Budget Timeline

Goal-}
Attachment:}
RecommendedMotion}}

VIII. Building Committee Update

Goal-}
Attachment:}
RecommendedMotion}}

IX. Other

Goal-}
Attachment:}
RecommendedMotion}}

Finance Subcommittee Meeting – Draft Minutes
Wednesday, June 21, 2023, 5:30 p.m.
Central Services

Attendance:

Rosemarie Weber	Present	Jordan Grossman	Present
Monica Logan	Present	Anna Robbins	Present
Donna Nolan	Present	Sarah Thrall	Present

Meeting commenced at 5:35 p.m. Meeting adjourned at 6:30 p.m.

- 1. Public Comment:** N/A
- 2. Approve Minutes from the May 17, 2023 Finance Subcommittee Meeting:** A motion was made by Monica Logan and seconded by Donna Nolan that the Finance Subcommittee approve the minutes from the May 17, 2023 Finance Subcommittee Meeting. Motion passed.
- 3. May Statement of Accounts:** Reviewed and accepted.
- 4. Update on Facilities Projects:** Discussed roof project
- 5. FY24 Negotiations:** Brief discussion regarding selection of committee and time line.
- 6. 2023-2024 Leave of Absence Request:** Reviewed and approved
- 7. Other:** N/A

A motion was made by Donna Nolan and seconded by Monica Logan to adjourn the meeting. This motion passed at 6:30 p.m.

Cheri P. Burke
Superintendent of Schools



Jennifer M. Parsons
Assistant Superintendent

Angela E. Ehrenwerth
Director of Pupil Personnel Services

Anna M. Robbins, SFO
Business Manager

To: Granby Board of Education
From: Anna Robbins, Business Manager
Date: September 20, 2023
Re: FY23 Results as of June 30, 2023 and Review of
Statement of Accounts FY24 as of August 2023

FY23 financial results for the BOE show an overbudget condition of \$273K. Special education expenditures were unfavorable \$549K and regular education expenditures were favorable \$276K. Salaries and benefits made up 75% of the total budget for FY23 and were forecasted with almost 100% accuracy. Savings in salaries, transportation, supplies and related accounts offset the overbudget condition in electricity, substitutes, out-of-district transportation and tuition. An additional appropriation for the shortfall was requested by the BOE and approved by the BOF in June 2023.

Results for Revenue to the Town for FY23 were higher than budgeted by \$430K, with SDE Excess Cost reimbursement as the main contributor at \$337K, followed by Special Education from other Towns at \$90K.

FY24: An early look at the financial forecast for FY24 shows an unfavorable forecast of \$279K. Regular education is projected to be overbudget \$41K. The special education forecast is overbudget \$238K.

Factors influencing the forecast include changes in personnel for both regular education and special education. Forecasted out-of-district tuition and transportation compared to budget is unfavorable due to the lapse in time between budget development and the beginning of the school year. Student population, student need and student placement contribute to the fluctuation in this area throughout the school year.

Revenue to the Town is projected to be unfavorable \$155K. The forecast for the Special Education Excess Cost Grant is the only contributing factor at this time and is sure to fluctuate as the year progresses.

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ended
June 30, 2023
After Proposed Transfers**

Description	Adopted Budget	Proposed Budget Transfers	Proposed Revised Budget	FY23 Expended
Certified Salaries:				
Administration	1,777,262	2,838	1,780,100	1,780,100
Regular Education	11,229,373	(245,742)	10,983,631	10,983,631
Special Education	1,927,823	(67,892)	1,859,930	1,859,930
Total	14,934,458	(310,797)	14,623,661	14,623,661
Substitute/Tutor/Support Salaries				
Substitutes	8,104	61,995	70,099	70,099
Sped Support (Speech, O.T. & P.T.)	472,328	(70,770)	401,558	401,558
Tech Support	270,682	(6,654)	264,028	264,028
Tutors - Regular Education	38,147	(15,729)	22,418	22,418
Tutors - Special Education	31,512	10,612	42,124	42,124
Total	820,773	(20,544)	800,229	800,229
Teaching Assistant Salaries:				
Regular Education TA	383,315	(45,811)	337,504	337,504
Special Education TA	1,185,630	(67,636)	1,117,994	1,117,994
Total	1,568,945	(113,446)	1,455,498	1,455,498
School Secretaries' Salaries	652,233	(0)	652,233	652,233
Central Office Salaries	592,062	0	592,063	592,063
Custodial & Maintenance Salaries	1,365,601	(22,646)	1,342,955	1,342,955
Bus Monitors	0	5,107	5,107	5,107
Salary Contingency	162,746	0	162,746	162,746
Total Salaries	20,096,818	(462,326)	19,634,492	19,634,492
Employee Benefits	5,683,427	(4,582)	5,678,845	5,678,845
Total Salaries & Employee Benefits	25,780,246	(466,909)	25,313,337	25,313,337

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ended
June 30, 2023
After Proposed Transfers**

Description	Adopted Budget	Proposed Budget Transfers	Proposed Revised Budget	FY23 Expended
Purchased Services:				
Instructional Purchased Service	572,579	293,879	866,458	866,458
Administration Purchased Service	478,778	(30,595)	448,183	448,183
Maintenance Purchased Service	102,483	(26,560)	75,922	75,922
Total	1,153,840	236,724	1,390,564	1,390,564
Legal Services	55,000	(13,968)	41,033	41,033
Repairs & Maintenance:				
Instructional Repairs & Maintenance	75,099	(27,019)	48,080	48,080
Administration Repairs & Maintenance	8,500	(8,500)	0	0
Maintenance Repairs & Maintenance	439,698	5,419	445,117	445,117
Total	523,297	(30,100)	493,197	493,197
Transportation:				
Transportation Regular Education	1,036,277	(131,296)	904,980	904,980
Transportation Special Education	560,231	624,099	1,184,330	1,184,330
Transportation Vocational Tech	112,925	(4,095)	108,829	108,829
Total	1,709,432	488,708	2,198,140	2,198,140
Insurance Property & Liability	109,200	2,064	111,264	111,264
Communications	96,590	(17,863)	78,727	78,727
Tuition:				
Tuition Special Education	2,198,793	43,366	2,242,159	2,242,159
Tuition Adult Education	10,967	(676)	10,291	10,291
Total	2,209,760	42,690	2,252,450	2,252,450
Conference & Travel Expense	73,694	(44,161)	29,533	29,533

**Granby Board of Education
FY 2022-2023
Statement of Accounts
for the period ended
June 30, 2023
After Proposed Transfers**

Description	Adopted Budget	Proposed Budget Transfers	Proposed Revised Budget	FY23 Expended
General Supplies:				
General Supplies Regular Education	333,165	(56,819)	276,346	276,346
General Supplies Special Education	32,950	(10,720)	22,230	22,230
General Supplies Administration	83,826	(1,641)	82,185	82,185
General Supplies Maintenance	146,372	7,213	153,585	153,585
Total	596,313	(61,967)	534,346	534,346
Electricity	420,812	230,062	650,873	650,873
Fuel/Natural Gas	213,782	(28,241)	185,541	185,541
Textbooks/Workbooks	136,427	(42,809)	93,618	93,618
Library/Media Center	63,019	(1,561)	61,458	61,458
Software	388,354	15,636	403,990	403,990
Dues & Fees	51,116	(12,541)	38,575	38,575
Replacement Equipment:				
Replacement Equip Admin	2,500	3,002	5,502	5,502
Replacement Equip Maintenance	6,000	(6,000)	0	0
Total	8,500	(2,998)	5,502	5,502
Student Activities	816,977	(19,369)	797,608	797,608
Total General Fund	34,406,357	273,397	34,679,755	34,679,755
SPED	6,550,544	(549,274)	7,099,818	
GEN ED	27,855,813	275,877	27,579,937	

**Granby Board of Education
 FY 2022-2023
 Statement of Accounts
 for the period ending
 June 30, 2023
 For Selected Special Education Accounts**

II. Expenditures	FY22-23 Budget	Expended	Balance
Legal Expense	27,500	9,716	17,784
Special Education Certified Staff	1,927,823	1,859,930	67,892
Teacher Assistants	1,185,630	1,117,994	67,636
Special Education Tutors	31,512	42,124	(10,612)
Evaluation, Therapy & Contracted Services	101,478	216,931	(115,453)
General Supplies Special Education	32,950	22,230	10,720
Conference & Travel Expense	12,300	2,845	9,455
Sped Support (Speech, O.T., & P.T.)	472,328	401,558	70,770
Special Ed Transportation	560,231	1,184,330	(624,099)
Out of District Tuition	2,198,793	2,242,159	(43,366)
Total Selected Special Education Accounts	6,550,544	7,099,818	(549,274)

**Granby Board of Education
 FY 2022-2023
 Statement of Accounts
 for the period ending
 June 30, 2023**

I. Revenue	FY 2022-2023 Budget	Received To Date
Reg. Tuition from other Towns	698,153	699,189
SPED Tuition from other Towns	624,073	714,492
SDE Excess Cost Reimbursement	527,846	864,731
Rental Fees	5,000	0
Pay for Participation	37,000	38,844
Sub Total	1,892,072	2,317,256

**Granby Board of Education
FY 2023-2024
Statement of Accounts
for the period ended
July-Aug 31, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of July-Aug 2023
Certified Salaries:							
Administration	1,828,252	294,875	1,433,728	1,728,604	99,649	94.55%	(8,659)
Regular Education	11,546,140	452,232	10,730,910	11,183,141	362,999	96.86%	(17,197)
Special Education	2,023,752	90,982	1,800,255	1,891,237	132,515	93.45%	19,575
Total	15,398,144	838,089	13,964,893	14,802,982	595,163	96.13%	(6,280)
Substitute/Tutor/Support Salaries							
Substitutes	8,104	0	0	0	8,104	0.00%	0
Sped Support (Speech, O.T. & P.T.)	471,674	19,056	454,015	473,071	(1,397)	100.30%	(1,054)
Tech Support	270,464	50,709	294,954	345,663	(75,199)	127.80%	(67,184)
Tutors - Regular Education	39,291	0	24,121	24,121	15,170	61.39%	0
Tutors - Special Education	39,650	27,500	7,407	34,907	4,744	88.04%	(5,324)
Total	829,183	97,265	780,497	877,762	(48,579)	105.86%	(73,562)
Teaching Assistant Salaries:							
Regular Education TA	415,079	0	422,832	422,832	(7,753)	101.87%	(16,482)
Special Education TA	1,336,188	12,653	1,284,174	1,296,827	39,361	97.05%	42,229
Total	1,751,267	12,653	1,707,006	1,719,659	31,608	98.20%	25,747
School Secretaries' Salaries	698,450	57,768	628,604	686,372	12,078	98.27%	7,270
Central Office Salaries	625,582	81,942	544,514	626,456	(874)	100.14%	4,021
Custodial & Maintenance Salaries	1,441,472	204,111	1,111,270	1,315,381	126,091	91.25%	(9,105)
Bus Monitors	5,441	0	0	0	5,441		0
Salary Contingency	86,852	0	0	0	86,852		0
Total Salaries	20,836,391	1,291,827	18,736,784	20,028,611	807,780	96.12%	(51,910)
Employee Benefits	5,896,807	442,144	1,103,399	1,545,542	4,351,264	26.21%	0
Total Salaries & Employee Benefits	26,733,198	1,733,971	19,840,183	21,574,154	5,159,044	80.70%	(51,910)

**Granby Board of Education
FY 2023-2024
Statement of Accounts
for the period ended
July-Aug 31, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of July-Aug 2023
Purchased Services:							
Instructional Purchased Service	647,971	37,451	147,995	185,445	462,526	28.62%	30,000
Administration Purchased Service	500,043	11,190	410,136	421,326	78,717	84.26%	37,184
Maintenance Purchased Service	100,133	12,070	23,040	35,110	65,022	35.06%	0
Total	1,248,147	60,711	581,170	641,881	606,266	51.43%	67,184
Legal Services	55,000	3,104	35,896	39,000	16,000	70.91%	0
Repairs & Maintenance:							
Instructional Repairs & Maintenance	76,199	6,345	3,102	9,446	66,753	12.40%	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	0
Maintenance Repairs & Maintenance	451,698	57,411	140,140	197,550	254,147	43.74%	0
Total	536,397	63,755	143,242	206,997	329,400	38.59%	0
Transportation:							
Transportation Regular Education	1,041,852	8,687	880,311	888,998	152,854	85.33%	0
Transportation Special Education	1,132,279	2,274	1,370,187	1,372,461	(240,182)	121.21%	(139,842)
Transportation Vocational Tech	118,350	0	92,679	92,679	25,671	78.31%	0
Total	2,292,481	10,961	2,343,177	2,354,139	(61,658)	102.69%	(139,842)
Insurance Property & Liability	109,200	36,222	75,212	111,434	(2,234)	102.05%	0
Communications	96,240	10,280	60,493	70,772	25,468	73.54%	0
Tuition:							
Tuition Special Education	2,131,185	207,283	1,859,148	2,066,431	64,754	96.96%	(153,859)
Tuition Adult Education	10,967	0	0	0	10,967	0.00%	0
Total	2,142,152	207,283	1,859,148	2,066,431	75,721	96.47%	(153,859)
Conference & Travel Expense	75,344	2,212	7,170	9,382	65,962	12.45%	0

**Granby Board of Education
FY 2023-2024
Statement of Accounts
for the period ended
July-Aug 31, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of July-Aug 2023
General Supplies:							
General Supplies Regular Education	336,106	57,589	93,293	150,882	185,223	44.89%	0
General Supplies Special Education	37,950	3,719	10,090	13,809	24,141	36.39%	0
General Supplies Administration	87,546	16,341	31,951	48,293	39,253	55.16%	0
General Supplies Maintenance	146,372	12,469	93,359	105,828	40,544	72.30%	0
Total	607,974	90,118	228,694	318,812	289,162	52.44%	0
Electricity	491,867	48,574	713,210	761,785	(269,918)	154.88%	0
Fuel/Natural Gas	228,631	108,205	90,439	198,644	29,987	86.88%	0
Textbooks/Workbooks	117,948	35,298	19,565	54,863	63,085	46.51%	0
Library/Media Center	67,971	7,441	8,523	15,964	52,007	23.49%	0
Software	426,051	206,722	114,025	320,747	105,304	75.28%	0
Dues & Fees	50,621	29,762	1,113	30,875	19,746	60.99%	0
Replacement Equipment:							
Replacement Equip Admin	2,500	0	2,966	2,966	(466)	118.65%	(466)
Replacement Equip Maintenance	6,000	0	0	0	6,000	0.00%	0
Total	8,500	0	2,966	2,966	5,534	34.90%	(466)
Student Activities	867,570	18,975	231,980	250,955	616,615	28.93%	0
Total General Fund	36,155,291	2,673,595	26,356,206	29,029,802	7,125,489	80.29%	(278,893)
	SPED	7,328,854					(238,275)
	GEN ED	28,826,437					(40,618)

July-Aug 2023

Quality & Diversity	Budget	Forecast	Better/(Worse) Than Budget
Opening Balance	32,130	227,851	195,721
Expenses	1,085,711	1,090,930	(5,219)
Revenue	1,075,350	1,005,010	(70,340)
Ending Balance	21,769	141,931	120,162

**Granby Board of Education
FY 2023-2024
Statement of Accounts
for the period ending
July-August 31, 2023
For Selected Special Education Accounts**

II. Expenditures	FY23-24 Budget	Expended	Encumbered	Expended & Encumbered	Balance	Full Year Forecast July-Aug 2023
Legal Expense	27,500	0	0	0	27,500	0
Special Education Certified Staff	2,023,752	90,982	1,800,255	1,891,237	132,515	19,575
Teacher Assistants	1,336,188	12,653	1,284,174	1,296,827	39,361	42,229
Special Education Tutors	39,650	27,500	7,407	34,907	4,744	(5,324)
Evaluation, Therapy & Contracted Services	116,375	6,198	68,615	74,812	41,563	0
General Supplies Special Education	37,950	3,719	10,090	13,809	24,141	0
Conference & Travel Expense	12,300	0	4,630	4,630	7,670	0
Sped Support (Speech, O.T., & P.T.)	471,674	19,056	454,015	473,071	(1,397)	(1,054)
Special Ed Transportation	1,132,279	2,274	1,370,187	1,372,461	(240,182)	(139,842)
Out of District Tuition	2,131,185	207,283	1,859,148	2,066,431	64,754	(153,859)
Total Selected Special Education Accounts	7,328,854	369,663	6,858,522	7,228,186	100,668	(238,275)

**Granby Board of Education
 FY 2023-2024
 Statement of Accounts
 for the period ending
 July-August 31, 2023**

I. Revenue	FY 2023-2024 Budget	Currently Anticipated	Received To Date	Full Year Forecast July-Aug 2023
Reg. Tuition from other Towns	736,893	736,983	0	90
SPED Tuition from other Towns	646,412	646,412	0	0
SDE Excess Cost Reimbursement	1,165,402	1,009,872		(155,530)
Rental Fees	5,000	5,000	0	0
Pay for Participation	42,000	42,000	0	0
Sub Total	<u>2,595,707</u>	<u>2,440,267</u>	<u>0</u>	<u>(155,440)</u>

Instructions for Completing the Authorized Signatures Change Form

The **ED-099 Agreement for Child Nutrition Programs** (Agreement) is the formal agreement between a sponsoring organization and the Connecticut State Department of Education (CSDE) to operate one or more of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The Agreement designates representatives authorized to enter into an agreement with the CSDE and certifies the claims for reimbursement. The Agreement is permanent and amended as changes occur. The CSDE recognizes that one or both authorized signers will change periodically. The sponsoring organization **must** execute the CSDE's *Authorized Signatures Change Form* whenever there is a change to either of the two authorized signers.

Claims for reimbursement are valid only when certified by authorized signers on file with the CSDE. Action by the board of education must occur to make changes to authorized signers so that claims can be signed and submitted, and reimbursement delays are avoided.

Required Information

The *Authorized Signatures Change Form* must include the information below.

- **Date** of the board meeting is when the governing body of the sponsoring organization took action to change one or both authorized signers.
- **Signature 1** is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to sign claims for reimbursement. The person is head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, mayor, selectman, corporate president, chairperson of the board, pastor, or commissioner).
- **Signature 2** is authorized only to sign the claims for reimbursement in the absence or incapacity of the first designated individual (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner).
- **Signature 3** certifies the board action and is not authorized to sign the claim. This must be a different person from signatures 1 and 2 (secretary of the board, town clerk, or secretary of the corporation).

Submitting to the CSDE

Scan and e-mail the signed and dated *Authorized Signatures Change Form* to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.

Instructions for Completing the Authorized Signatures Change Form

Questions

Contact the CSDE's Child Nutrition Programs staff. Refer to the CSDE's document, *Child Nutrition Staff and Responsibilities*.



For information on the Child Nutrition Programs, visit the CSDE's [Child Nutrition Programs](#) webpage, or contact the [child nutrition programs staff](#) at the Connecticut State Department of Education, School Health, Nutrition and Family Services, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signature_Change_Form_Instructions.pdf.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; victims of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.



Connecticut State Department of Education
 School Health, Nutrition and Family Services
 Child Nutrition Programs
 450 Columbus Boulevard, Suite 504
 Hartford, CT 06103-1841

For state use only	
Effective date:	_____
Agreement numbers:	
School programs	_____
Child care centers	_____
Adult day care centers	_____
Day care homes	_____
Summer food service	_____

Authorized Signatures Change Form

Read the *Instructions for Completing the Authorized Signatures Change Form* before completing this form. Scan and e-mail the completed form to CNPermanentAgreement@ct.gov. Include "Authorized Signatures Change Form" in the subject line of the e-mail.

This is to certify that on Insert date (month, day, year), as shown in the minutes of insert name of corporation, board of education, or governing body the following action was taken to revise the authorized signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. **Signature 1:** The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

<p><u><i>Cheri P. Burke</i></u> <i>Signature</i></p> <p><u>Superintendent of Schools</u> <i>Title (superintendent of schools, mayor, selectman, president, chairperson of the board, pastor, or commissioner)</i></p> <p><u>burkec@granbyschools.org</u> <i>E-mail</i></p>	<p><u>Cheri P. Burke</u> <i>Printed name</i></p> <p><u>8/16/2023</u> <i>Date</i></p> <p><u>860-844-5250</u> <i>Phone number</i></p>
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2. **Signature 2:** In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

<p><u><i>Anna Robbins</i></u> <i>Signature</i></p> <p><u>Business Manager</u> <i>Title (assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner)</i></p> <p><u>robbinsa@granbyschools.org</u> <i>E-mail</i></p>	<p><u>Anna Robbins</u> <i>Printed name</i></p> <p><u>8/16/2023</u> <i>Date</i></p> <p><u>860-844-5263</u> <i>Phone number</i></p>
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3. **Signature 3:** The signature below certifies the above action.

<p>_____ <i>Signature</i></p>	<p>_____ <i>Title (secretary of corporation, town clerk, secretary of the board)</i></p>
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This form is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signatures_Change_Form.pdf. This institution is an equal opportunity provider.

FY25 Granby Public Schools Budget Timeline		Operating Budget Deadline
Site Operating Budget data package to Administrators	Anna	September 15, 2023
10-year Small Cap forms to Administrators	Anna	October 6, 2023
Enrollment Data for Base Budget	Linda	October 2, 2023
Principal and Assistant Superintendent review new programs/courses/texts	Building Principal/ Jennifer	October 6, 2023
Submit information for Base Budget <ul style="list-style-type: none"> ➤ Salaries – Existing Personnel ➤ Transportation ➤ Health Benefits ➤ Utilities ➤ Building Maintenance Contracts ➤ Retirees - Ongoing ➤ Technology ➤ Tuition & Choice Projections for Q&D (Use October PSIS Data) ➤ Special Education (Use October SOA for basis) 	Central Office	October 13, 2023 October 13, 2023 October 13, 2023 October 30, 2023 October 30, 2023 October 30, 2023 October 30, 2023 October 30, 2023 October 30, 2023 November 6, 2023
Submit Small Capital, New Program (+1) and Large Capital Requests	Administrators	October 13, 2023
New Curriculum Programs/Texts to Curriculum Subcommittee	Jennifer	November 1, 2023
Health Meeting with Town and Benefits Provider	Anna/Cheri/BOE	Mid-November
Site Budgets to Cheri & Business Manager	Administrators	October 30, 2023
Begin budget review with individual administrators	All	November 1, 2023
Complete budget review with individual administrators	All	November 15, 2023
Review 1 st draft FY25 Operating and Small Cap Plan	Cheri/Anna	November 20, 2023
Review Plus One Budget @ AdCouncil: Requests vs. Resources	Cheri/Anna	November 27, 2023
Review 1 st draft of Plus One w/administrators re: priorities	All	December 11, 2023
Present FY25 Plus One including Small Cap to BOE	Cheri/Anna	December 20, 2023
Board Approval of FY25 Plus One		January 3, 2024
Plus One to the Town of Granby (Three-Board Meeting)	Cheri	January 16, 2024
Budget Book Pages Due	Angela/Jenn/Jon	February 5, 2024
Complete Budget Book	Cheri/Anna/Linda	February 16, 2024
Final Budget Book Produced and Reviewed at AdCouncil	Cheri/Anna/Linda	February 26, 2024
BOF Finalizes Guidelines		February 26, 2024
Present Operating Budget to BOE	Cheri/Anna	March 6, 2024
Budget Workshops (as-needed--please save dates)		March 13 & 27, 2024
Budget Approval at BOE Meeting		March 20, 2024
BOF Meeting		March 25, 2024
Budget Book to Town	Cheri/Anna/Linda	March 28, 2024
Town of Granby Budget Public Hearing	All	April 8, 2024
Referendum		April 22, 2024

Administrators should plan to attend the December 20, 2023 BOE Meeting (Plus One Budget presentation) and the March 6, 2024 BOE Meeting (FY25 Administrative Budget presentation).